

UNITED STATES MARINE CORPS
COMMANDING GENERAL
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TWENTYNINE PALMS, CA 92278

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Combat Center Order 1754.4

From: Commanding General
To: Distribution List

Subj: EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

Ref: (a) SECNAVINST 1754.5
(b) MCO P1754.4A
(c) MCO P1300.8R
(d) MCO 1740.13A

Encl: (1) U.S. Marine Corps EFMP Categories
(2) Instructions for Enrollment in the EFM Program (NAVPERS 1754/1)
(3) Functional Medical Summary (NAVPERS 1754/3)
(4) Special Education Worksheet (NAVPERS 1754/4)
(5) EFMP Points of Contact
(6) Sample EFMP Notification Letter
(7) EFMP Enrollment Process

1. Purpose. To implement the provisions of references (a) and (b), disseminate policy, and to assign responsibility for the Combat Center Exceptional Family Member Program (EFMP). The primary purpose of the Marine Corps EFMP is to assess, document, and code the special medical and educational needs of eligible Marine Corps family members. By identifying families with special needs and maximizing the provision of quality services needed, the quality of life provided to the Marine Corps family is enhanced while meeting the mission of the Marine Corps.

2. Background. An Exceptional Family Member (EFM) is a Marine Corps family member with a condition requiring special medical, medically-related, or special education services. The EFMP is designed to ensure EFM sponsor's are assigned to locations where services exist to support the EFM. Further, the program is designed to improve the quality of life of the affected families and provide procedures and guidelines to facilitate appropriate assignment of EFM sponsors. Overseas assignments are especially critical, and reference (c) applies to humanitarian assignments and the Marine Corps personnel assignment policy. Reference (d) details the importance of planning for and having in effect a current family-care plan in the event of overseas orders/deployment. In achieving its goal, the EFMP will reduce family stress or hardship while minimizing the need for costly reassignments, especially OCONUS transfers, due to the non-availability of adequate services. Key features of the program are: a central registry of EFM cases, Family Service Center (FSC) assistance in accessing needed services and in compiling and transmitting EFM case information, and consideration of the specifics of the EFM case during the assignment process.

3. Information. Enrollment in the EFMP is a mandatory requirement for all Marines that have a family member requiring special medical, medically related and/or special education services per references (a) and (b). Mandatory enrollment is required to ensure consideration is given to assigning Marines to locations which accommodate their family needs. It does not replace overseas screening requirements or humanitarian reassignment needs.

a. Eligibility

(1) To qualify for this program, family members must be enrolled in DEERS and reside with the sponsor (Marines in a deployed, TAD or geographical bachelor status are considered as residing with their families). Under Category T, as defined in Enclosure (1), a sponsor must enroll if he has joint custody of the EFM or if the sponsor is Active Reserve on Inactive Reserve status and could return to active status.

(2) The family member must have a chronic illness or physical or educational disability requiring long term care and/or monitoring.

b. Enrollment Procedures

(1) Upon referral, the EFMP Coordinator (EFMPC) schedules an interview with the family. The purpose and procedures of the EFMP are explained in detail, a case file is opened, and appointments are made for required medical or educational evaluations. At this time, EFMP enrollment application and release of information forms are completed by the sponsor or spouse. A service assessment is also made by the EFMPC to determine if the present assignment is suitable based on the availability of services required. Assignments which cause a sponsor to be transferred before the end of a normal tour of duty or cause assignment to a location where the sponsor's MOS is not required will be effected as a humanitarian transfer in accordance with reference (c). Assessment of present assignment is made in conjunction with EFMP/Humanitarian Transfer Coordinator at the appropriate assignment branch at HQMC, the CMC (MMIA) EFMP Manager, and sponsor's parent command.

(2) The EFMP Application (NAVPERS 1754/1), Enclosure (2), is completed by the EFM sponsor or spouse. A copy of this application is sent to the CMC (MMIA) EFMP Manager by the EFMPC and acts as advance notification of enrollment into the program. The EFMPC also then enters the case into the local database, and the EFMP Manager enters the case into the HQMC database upon receipt of the screened and categorized application.

(3) The first page of the EFMP Functional Medical Summary (NAVPERS 1754/3), Enclosure (3), and the EFMP Special Education Worksheet (NAVPERS 1754/4), Enclosure (4), are also completed by the sponsor or spouse. These forms authorize the release of medical information by the EFM's physician and educational information by the EFM's school official to EFMP officials. The EFMP Application forms are exempt from reports control.

(4) NAVPERS 1754/4 Special Education Worksheet is forwarded to school officials for completion when special education exceeds 20% of school time or when the Individual Education Plan (IEP) indicates occupational/physical therapy, speech/language or psychological services is/are required. The Special Education Worksheet is required for all family members 5-18 years of age.

(5) During the evaluation process, the EFMPC maintains contact with the family and the evaluating agencies to assist the family and to prevent any unnecessary problems or delays. The remaining pages of the EFMP Functional Medical Summary and the EFMP Special Education Worksheet are completed during the medical and educational evaluations. After evaluations are conducted and the forms are completed, the EFMPC meets with the family to ensure that the documentation is complete. Page four of the Functional Medical Summary, NAVPERS 1754/3, is signed by the sponsor/spouse. The EFMP package is then reviewed by the EFMPC and forwarded to the CMC (MMIA) EFMP manager via the West Coast Central Screening Committee (the address for the Screening Committee is located at enclosure (5)). The EFMPC then proceeds with local enrollment pending category assignment.

21 Jan 99

(6) After review by the EFMP Central Screening Committee, the enrollment package is forwarded, with a recommended category code, as defined in Enclosure (1), to the CMC (MMIA) EFMP Manager. There program eligibility is determined and the sponsor is notified by mail when the enrollment is effected.

(7) After approval of the enrollment category, the CMC (MMIA) EFMP Manager updates the EFMP registry with the category determination and notifies the sponsor by letter. A sample notification letter is found in Enclosure (6). A flowchart which summarizes the overall enrollment process can be found in Enclosure (7).

c. Assignment. The EFMP provides for assignment of Marines with family members possessing special needs to locations where those needs can be met. Operational requirements of the Marine Corps and requirements for career development and experience are mediating factors in making assignments. The following policies apply:

(1) Overseas accompanied assignments will be allowed if the required medical services are available at the overseas location. It is imperative that the EFM's needs be formally reevaluated if the sponsor considers extending his/her overseas assignment or if he/she is being considered for reassignment to another overseas duty location. Overseas screening is the same for all families anticipating accompanied orders.

(2) PCS assignments within CONUS, Alaska, and Hawaii will be approved if the exceptional needs of the family member can be met in the proposed assignment area or the appropriate Director (CMC (MM) or CMC (RA)) determines that the needs of the Marine Corps take precedence.

(3) The EFMP has no impact on the deployment responsibilities of the sponsor. Overseas unaccompanied assignments, unit deployments, and standard deployments must be carried out without interruption. When the family's need conflicts with such duties, re-assignment may be accomplished under the provisions of a humanitarian transfer, per reference (d), if indicated.

(4) Marines having an EFM will not normally be assigned to accompanied tours in geographic areas where another military department is responsible for providing medical and medically-related services. When necessary, appropriate coordination will be conducted by CMC (MMIA) with that department to verify the availability of the required service.

(5) The sponsor will always have the option of accepting assignments where services do not exist, while the EFM is supported in another location.

(6) Enrollment shall not adversely affect advancement, career potential, or eligibility for special programs and assignments.

d. Confidentially

(1) CMC has been directed by reference (a) to maintain confidentiality for EFMP sponsors. Information regarding an EFMP enrollment will appear only in the EFM's health record, the CMC (MMIA) EFMP registry, the local EFMPC's files and the EFMP management files of the HQMC assignment branches. EFMP registry will not be an element of the Manpower Management System, individual record books, or the parent command's record of the sponsor.

(2) Local EFMPC's will also provide unit commanders with certain information when a member becomes officially enrolled in the EFMP. This information will be limited to:

- (a) Name of sponsor
- (b) SSN of sponsor
- (c) Grade of sponsor
- (d) MOS of sponsor
- (e) EFMP category (Enclosure (1))
- (f) Date of enrollment/date of most recent update

This information will not include the specific medical or educational condition of the EFM since this information is strictly confidential.

e. Responsibilities

(1) INSTALLATION COMMANDER

- (a) Disseminate information concerning the requirement for mandatory enrollment of EFM's.
- (b) Ensure command support personnel are aware of program goals and eligibility requirements.
- (c) Ensure facility and program accessibility to individuals with disabilities.
- (d) Identify EFMP resource requirements and include requirements in the appropriate process for resource planning, budgeting, staffing, acquisition, or construction.
- (e) Ensure the FSC director designates an EFMP within the FSC to coordinate all aspects of the EFMP.

(2) DIRECTOR, FSC

- (a) Designate an EFMP.
- (b) Provide funding and administrative support for the EFMP.
- (c) Ensure the EFMP is developed based on installation-specific needs and mission requirements.
- (d) Forward completed EFMP Report of Enrollment Application, (NAVMC 11206 (4-91) Enclosure (2)), to CMC (MMIA). NAVMC 11206 is authorized for local reproduction.
- (e) Ensure EFMP activities collaborate with other military and civilian agencies to maximize use of allocated resources.
- (f) Ensure staff personnel receive training to identify and refer sponsors with an EFM.
- (g) Advise the installation commander on matters pertaining to the EFMP.

f. INSTALLATION EFMP COORDINATOR (EFMPC)

- (1) Initiate enrollment for EFMP referrals.
- (2) Assist sponsors in obtaining medical and educational evaluations.
- (3) Forward completed NAVPERS 1754/1 to CMC (MMIA) EFMP Manager.
- (4) Forward completed EFMP enrollment (initial, updates, and disenrollment) forms to the West Coast Screening Committee at Naval Medical Center, Balboa.
- (5) Maintain copy of enrollment and case management notes in case file until EFM families PCS to a new duty station. If EFM sponsor disenrolls, retires or leaves the service then the records should be kept on file for 2 years, after which they will be destroyed.
- (6) Ensure confidentiality and security of EFMP case files.
- (7) Assist families in developing solutions to individual and community EFM issues and problems. (e.g., Parent Resource Group)
- (8) Develop and continuously update an index of installation, community, and EFMP resources for their area, and refer EFM families as needed.
- (9) Serve as an advocate for local EFMP activities and issues.
- (10) Educate local command and communities on EFMP issues.
- (11) Notify local unit commanders of enrollment and category of sponsors in that command's unit.
- (12) Advise sponsors when a family care plan should be developed according to guidance contained in reference (e).
- (13) Maintain central registry of EFM's, and generate a quarterly installation roster of EFM's.
- (14) Upon notification of inbound EFMP families, ensure transfer of case records, and verify EFM category and specific, documented needs. In the case of Category 4 EFM's, contact the Installation Housing Director with information necessary to facilitate priority housing assignment.

g. INSTALLATION HOUSING DIRECTOR

- (1) Upon notification by the Installation EFMPC of inbound Category 4 EFM's, facilitate priority assignment of housing suitable to the specific, documented needs of the client, with the ultimate goal of immediate placement of the family in that housing upon arrival at MCAGCC. Any delay in such assignment should be kept to an absolute minimum to reduce the stress of the transition from one duty station to another. Should the sponsor refuse the offer of quarters meeting documented needs, their priority status will be revoked, and they will assume their normal place on the housing list.
- (2) Refer all direct contacts by inbound EFMP clients to the Installation EFMPC for category and needs verification.
- (3) Provide architectural adaptation in compliance with Public Law 93-112 and DoD Instruction 1020.1.

(4) Provide funding guidance concerning facility modernization and construction.

h. INSTALLATION CHILD DEVELOPMENT PROGRAM (CDP) ADMINISTRATOR

(1) Ensure children with special needs are included in all CDP delivery systems.

(2) Provide child care referral services to families of special needs children, after coordination with the EFMP.

(3) Ensure facilities are adequate for children with special needs.

i. INSTALLATION MWR DIRECTOR

(1) Provide funding guidance concerning facility modernization and construction.

(2) Ensure individuals with special needs are provided reasonable accommodations and included in all community recreation program planning.

j. UNIT COMMANDERS

(1) Inform Marine of their responsibility for the care and welfare of family members.

(2) Inform Marines that participation in the EFMP is mandatory and will not adversely affect selection for promotion, schools, or assignment, or any other type of advancement.

(3) Ensure identification and enrollment in the EFMP for all Marines with family members who have special needs.

(4) Ensure sponsors check-in/check-out with local EFMP during PCS moves.

k. SPONSORS

(1) Ensure an application for enrollment in the EFMP is submitted to the EFMP.

(2) Retain a copy of the EFMP package for personal records and update enrollment through the CMC (MMIA) EFMP Manager at least every 2 years, or when the conditions of special need change. Changes which may effect enrollment include a change in marital status, dependency, or medical status of the EFM.

(3) Communicate directly with the appropriate Headquarters Marine Corps Assignment Branch when in receipt or in anticipation of PCS orders.

(4) Disenroll from EFMP when special needs no longer exist, the family is no longer eligible for care, or the sponsor separates from the Marine Corps.

(5) Check-in/check-out with local EFMP upon PCS to ensure the EFMP case file is maintained by the appropriate EFMP.

CCO 1754.4
21 Jan 99

4. Applicability. This order is applicable to all commands and organizations aboard the Combat Center.

//signed//
J. D. LENARD
Chief of Staff

DISTRIBUTION: A-1

U. S. MARINE CORPS EFMP CATEGORIES

<u>CATEGORY</u>	<u>DEFINITION</u>
I	EFM enrollees are those whose medical and/or educational Condition requires monitoring by the CMC (MMIA) EFMP Manager, but does not preclude the sponsor's assignment to overseas/isolated duty station, nor requires assignment near a major medical treatment facility.
II	EFM enrollees are those whose medical and/or educational condition requires special placement in compatible geographic areas, pinpointing assignment in CONUS or overseas.
III	EFM enrollees are exempt from accompanied overseas assignment. The medical and/or educational condition of this category of EFM precludes the assignment of the sponsor to an accompanied overseas location based on non-availability of medical and/or educational services.
IV	EFM enrollees require sponsor's family members to be located near a major medical treatment facility, either military or civilian (preferably military), <u>IN CONUS ONLY</u> . Sponsor is eligible for an unaccompanied overseas assignment.
P	EFM enrollees who have completed the necessary documentation and the application has been reviewed by the recommendation of a category code.
T	EFM enrollees who have joint custody of EFM member, but EFM does not reside with the sponsor on a full-time basis. Also, if sponsor is Active Reserve on Inactive Reserve status and could return to active duty.

EFMP POINTS OF CONTACT

West Coast, U.S. Navy EFM Screening Committee:
Commanding Officer
Naval Medical Center (Code CGH)
EFM Central Screening Committee
San Diego, CA 92134-5000

HQMC EFMP Manager:
Personnel Management Division, Code (MMIA)
EFMP
3280 Russell Rd.
Quantico, VA 22134-5103

DSN 278-9211
Commercial (703) 784-9211
Fax (703) 784-9838

West Coast Regional FSC
Commanding General
Marine Corps Base
(attn: Family Service Center)
Camp Pendleton, CA 92055-5023

DSN 365-5363
Commercial (760) 725-5363
Toll Free (800) 253-1624

HQMC Enlisted Assignment Branch:
Manpower and Reserve Affairs (MMEA-86)
3280 Russell Rd.
Quantico, VA 22134-5103

DSN 278-9331
Commercial (703) 784-9331
Fax (703) 784-9842

HQMC Officer Assignment Branch:
Manpower and Reserve Affairs (MMOA)
3280 Russell Rd.
Quantico, VA. 22134-5103

DSN 278-9300
Commercial (703) 784-9105
Fax (703) 784-9844

SAMPLE NOTIFICATION LETTER

1754
MMIA
(DATE)

EFM Sponsor
(Home Address)

Dear EFM Sponsor:

This letter is to notify you of your enrollment in the Marine Corps Exceptional Family Member Program (EFMP). Your category is:

1. Category I: Needs do not generally limit assignment.
or
2. Category II: Pinpoint assignment INCONUS or Overseas.
or
3. Category III: No overseas assignment for your family member. This does not mean EFM Sponsors cannot receive unaccompanied assignment overseas. Accompanied assignment overseas may be authorized only if the EFM is medically approved for overseas assignment.
4. Category IV: Major medical areas INCONUS only.
However, this does not mean EFM sponsors cannot receive unaccompanied assignment overseas.

Your assignment branch has been notified and will ensure your family's special needs are considered when planning future PCS assignment.

It is your responsibility to maintain a current EFM file. Your application must be updated every two years or as special education/medical conditions change. You must review your EFM forms periodically. If long-term conditions improve, worsen, or these services are no longer required, please have your family member's physician update the forms, and review any changes with the physician before signing to ensure concurrence.

The EFM Program assists sponsors in identifying special needs resources prior to relocation. The program ensures every attempt is made to mesh career and special family needs whenever possible.

The Exceptional Family Member Coordinator at your local Family Service Center is ready to assist you with relocation information regarding medical, educational or other resources information.

Sincerely,

BELINDA A. SIMS
Exceptional Family Member Program
Manager
Personnel Management Division

ENCLOSURE (6)